

[Your Name]

[Your Position]

[Your Firm/Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Colleague's Name]

[Colleague's Position]

[Colleague's Firm/Company]

Dear [Colleague's Name],

I was heartbroken to hear about your recent loss. Please accept my deepest condolences during this incredibly difficult time. Losing someone dear is never easy, and my thoughts are with you and your family as you navigate through this profound sorrow.

As your colleague in the legal field, I want you to know that I am here for you. If there is anything you need--be it support at work or simply someone to talk to--please do not hesitate to reach out.

Wishing you peace and comfort in the days ahead.

Sincerely,

[Your Name]